



FAIRFAX COUNTY

Department of Public Works and Environmental Services
Office of Site Development Services
12055 Government Center Parkway
Fairfax, Virginia 22035-5503

V I R G I N I A

February 21, 2002

02-02

TO: All Architects, Builders, Developers, Engineers, Surveyors and Attorneys
Practicing in Fairfax County

SUBJECT: Change in Hours of Operation for Public Counters in the Office of Site
Development Services

The purpose of this letter is to notify you that Plan and Document Control will be revising its work processes to improve plan processing and reduce overtime expenses. These improvements will be accomplished by increasing staff's ability to log and begin the distribution of submissions on the date they are submitted to the Office of Site Development Services. In order to achieve these improvements, it will be necessary to revise the hours of operation of the Plan and Document Control public counters. Thus, effective March 18, 2002, the Plan and Document Control public counters identified below will close to the public at 4:00 p.m. instead of 4:30 p.m. The new hours of operation for both of these counters will be 8:00 a.m. to 4:00 p.m., Monday through Friday.

- Herrity Building, Suite 111
- Herrity Building, Suite 507

It should be noted that the change in hours noted above will align Plan and Document Control's operations with public counters providing land development services in the Office of Building Code Services and the Department of Planning and Zoning.

Preliminary discussions with customers did not reveal any concerns with the change in hours; however, if you have concerns or questions, please contact Ken Williams, Chief, Plan and Document Control at (703) 324-1730.

Sincerely,

SIGNATURE ON ORIGINAL

Michelle Brickner, Director

cc: Michael R. Congleton, Deputy Zoning Administrator, Zoning Permit Review Branch
Department of Planning and Zoning
Zofia A. Zager, Director, Office of Building Code Services, Department of Public Works and
Environmental Services
Leora Motley, Manager, Financial Management Branch, DPWES
Ken Williams, Chief, Plan and Document Control, Office of Site Development Services, DPWES